



LancerCard Center, 205A/206 Lancaster Hall, Farmville, Virginia 23909
(434) 395-2715 phone or email: lancercard@longwood.edu

Due to graduation, separation or withdrawal from the University, I authorize the Lancer Card Center to close my Lancer CA\$H account and refund the balance, less the administrative fee, to my official address listed with the University. I understand that an administrative fee of ten percent (10%), not to exceed \$25.00, will be charged for processing this refund. ***If you are moving, you must change your address with the University before requesting a refund.*

☐ Withdrawing ☐ Graduating ☐ Separated employee

Name: _____ L Number: _____

E-mail address: _____ Phone number: _____

Home Address: _____

Signature

Date

Note: Processing of the refund check may take four to six weeks.

For office use only:

Balance on account: _____

Administration Fee: _____

Amount of Refund: _____

Date account was closed: _____

Date refund voucher prepared: _____

Processed by: _____

Date sent of Accounts Payable: _____